

Privacy Notice

1. Purpose

The UK General Data Protection Regulation (UK GDPR) is concerned with how the personal information I collect about you (the data subject) is collected, stored and shared by me.

2. The data and legal basis of processing

I will process the personal data below to provide therapy to you:

your name;

your home address;

your email address

your phone number including landline and/or mobile phone numbers (if applicable)

your Internet contact details;

your date of birth;

your GP details;

other data you volunteer (your personal background history and information).

Your information is securely stored electronically without identifying details of you and protected by a password. Any personal data in paper format will be stored in a locked cabinet and process notes will always be anonymised and destroyed after they have served their purpose. In accordance with the requirements of my regulatory body I shall share anonymised process notes for discussion with a suitably qualified supervisor to ensure that I am working in your best interests. In discussions with professional colleagues your personal information will not be passed on and remains confidential. It is a requirement of the BPC's Code of Ethics that if for any reason I am unable to work that my Clinical Trustees are able to contact you. I shall share your contact details with them for this purpose.

Under the UK GDPR the lawful bases for processing your personal data are:

(a) for the performance of a contract or to take steps to enter into a contract with you for your psychotherapy treatment; and

(b) your consent. You have the right to withdraw your consent at any time.

3. Confidentiality

I comply with the strict BPC standards of confidentiality. In exceptional circumstances I would share your personal data with a relevant authority where necessary to comply with a legal obligation (such as a court order) to which I am subject, or to protect the vital interests of you or another person (such as a safeguarding concern). I will discuss with you before sharing with other parties.

4.Retention

When we have finished working together I shall securely destroy all personal data collected about you.

5. Your rights

You have the right:

to request information about how your personal data are processed, and to request a copy of that personal data

to request that any inaccuracies in your personal data are rectified without delay

to request that any incomplete personal data are completed, including by means of a supplementary statement

to request that your personal data are erased if there is no longer a justification for them to be processed

in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted

to object to the processing of your personal data

6. How to complain

If you have any concerns about the use of your personal information, you can complain to the Information Commissioner, who is an independent regulator.

The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or casework@ico.org.uk. Helpline number: 0303 123 1113